

POLICE OFFICER - LATERAL ENTRY



Job Number: 118

Salary Range - \$1,945.88 to \$2,409.46 Biweekly; \$4,230.00 to \$5,238.00 Monthly*effective 10/1/05

* Additional salary increase of 3% in April 2006 and 3% in October 2006.

Appointment may be made at any step of the salary range depending on the qualifications. Benefits package includes City-paid vacations, holidays, bereavement and sick leave. In addition, employees in this classification earn benefits, which include City-paid medical, dental, and life insurance plans and a comprehensive vested retirement plan.

APPLICATIONS AND SUPPLEMENTAL APPLICATIONS MAY BE OBTAINED IN THE CIVIL SERVICE DEPARTMENT BETWEEN 7:30 A.M. AND 4:30 P.M. FILING WILL REMAIN OPEN UNTIL CURRENT VACANCIES ARE FILLED. FILING MAY CLOSE WITHOUT FURTHER NOTICE.

EXAMPLE OF DUTIES: Patrols an assigned area by car, bicycle, foot or motorcycle to maintain law and order; regulates traffic; responds to radio and electronic dispatches; investigates unusual or suspicious conditions, traffic accidents and complaints; makes arrests, guards and transports prisoners and questions suspects; issues citations and serves subpoenas and warrants; investigates or assists in investigating vice and/or narcotic conditions, crimes reported or persons arrested; identifies and preserves evidence and appears in court; administers first aid and renders assistance to the injured; reports unsafe or hazardous conditions; prepares reports and keeps records; may act as radio dispatcher or jailer; assists in administrative and operational activities; and performs other related duties as required.

REQUIREMENTS TO FILE: BASIC: Applicants must meet the following requirements at the time of filing:

- High school graduation or G.E.D. equivalency.
- Must be twenty years of age or older.
- A valid motor vehicle operator's license (current DMV driving record must be submitted to the hiring department at the time of selection interview).

You must be a citizen of the United States or have applied for citizenship; your weight must be in proportion to height, muscular development and skeletal structure; your vision should be correctable to 20/20; you must have normal color vision and hearing; you must not have been convicted by any State or Federal government of any crime for which punishment would have been imprisonment in a Federal or State penitentiary. In addition, you must have the ability to read, comprehend and retain technical training materials; have good observation and writing skills; have good communication skills, human relations skills, and decision-making ability; and have the ability to endure periods of strenuous physical activity requiring good balance, coordination, flexibility, and strength. Recent college coursework in a related field is desirable. Bilingual skills in English/Spanish or English/Southeast Asian languages are highly desirable.

LATERAL ENTRY – POLICE OFFICER:

California applicants: At least one continuous year of experience in the State of California as a Highway Patrol Officer, Deputy Sheriff, Municipal Police Officer, or State Police Officer within the last two years. Possession of the Basic POST Certificate issued by the State of California (proof required)*. **Out of state applicants:** At least one continuous year of sworn general law enforcement experience within the last two years. Must obtain a Basic Course Waiver (BCW) from the California Commission on Peace Officer Standards and Training by the end of the probationary period. If an applicant has a question regarding the BCW process, please contact the California Commission on Peace Officer Standards and Training at (916) 227-4254. The web address is www.post.ca.gov/training/btw_intro.asp.

LATERAL ENTRY – RESERVE OFFICER:

Possession of the POST Level 1 Certificate issued by the State of California. Completion of 2000 paid or volunteer hours and current status as a reserve officer in the State of California. Copy of POST Level I (proof required) *.

* Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department within five calendar days after the last day to obtain applications.

SELECTION PROCEDURE: This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting both the Basic and Lateral-Entry Police Officer or Lateral-Entry Reserve Officer requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first, and then in the order in which applications were filed. Screening of candidates will be conducted on the basis of applications and supplemental applications submitted. As vacancies occur, the applications of qualified applicants will be submitted to the police Department for consideration. Individuals identified as the best-qualified applicants will be called to participate in the final selection procedure administered by the Police Department. The eligible list will remain in effect for at least six months. Eligible lists will be established periodically. After a conditional offer of employment, all prospective employees must pass a thorough background investigation and a job-related medical examination. In addition, polygraph and psychological examinations will be given.